

Lawrence Township Education Foundation

P.O. Box 6531 Lawrenceville, NJ 08648 (609) 219-0340 fax: (609) 219-9301 e-mail: info@ltefnj.org

CALL FOR PROPOSALS

Fall 2006

Deadline:
Wed, Oct 18, 2006
at 4:00 p.m.

Winter 2007

Deadline:
Mon, Jan 15, 2007
at 4:00 p.m.

Spring 2007

Deadline:
Thu, Mar 15, 2007
at 4:00 p.m.

Submit electronically to your Principal for approval

To All Lawrence Township Schools Instructional Staff:

Attached please find a set of guidelines for preparing a grant proposal for the Lawrence Township Education Foundation.

The Foundation is proud to be able to provide resources to the Lawrence schools for creative, innovative projects and visionary professional development that promote excellence in teaching and learning.

Thank you for being willing to try a creative approach, to risk doing things a new way, and to challenge yourself and your students! No matter what happens, the time and energy you put into a grant proposal contributes to a dynamic atmosphere for all teachers and staff, and that's a bonus for all students!

If you would like assistance in preparing your proposal, or just want to run your idea by a supportive person, feel free to call the Executive Director, Diane Senerth, at the Foundation office at 219-0340. Diane is available to meet with you at your school building if needed.

Thank You!

Diane Senerth
Executive Director

Ken Mills
Chairperson, Grant Review Committee

Grant Review Committee Members: Ken Mills (chair), Beth Brobst, Ed Freeland, Betsy Kreger, Kirk LeCompte, Bruce McGraw, and Joe Summers.

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About Lawrence Township Education Foundation Grants

The Lawrence Township Education Foundation (LTEF) strives to support innovative educational programming and other activities in the Lawrence Township Public Schools by providing grants to district teachers, students and school groups. The LTEF supports activities not provided for in the standard school budget with the intent that funded projects will have a lasting and positive impact on students. The LTEF seeks grant proposals that offer novel concepts and strategies that will affect student learning, and support positive values and healthy behavior. Proposals from all district schools, grade levels, and curriculum areas are encouraged. Proposals are evaluated, in part, based on their potential to positively impact students in the areas stated above and the ability to measure the stated goals.

Grants are considered three times each school year. Grants for projects directly affecting classroom learning and for professional development will be considered during each submission period. Professional development grants must also demonstrate the potential to have a direct positive impact on students.

The total amount of money available for each grant cycle varies. In recent years, the LTEF has awarded between \$100,000 and \$140,000 in grants annually.

The Grant Review Process

1. The grant writer submits a proposal

Use the template provided to develop your proposal as a Word document. All proposals are submitted electronically to the building Principal *prior to the grant deadline*. If approved, the Principal will forward the proposal to the Office of Instructional Services by 4:00 of the deadline date. Ideally, grant writers will communicate with their Principals well in advance of submitting the proposal.

2. LTEF confirms receipt of proposals

The LTEF Executive Director sends confirmation to the primary grant writer via email.

3. The Grant Review Committee meets to review grant requests.

A subgroup of the LTEF (the Grant Review Committee) meets to evaluate grant requests. The Committee develops a recommendation for each grant proposal that will be brought to the full Board of the LTEF. For each request, the Grant Committee may recommend full funding, no funding or partial funding. The Committee will occasionally recommend that a proposal be revised and resubmitted for consideration in the next grant cycle. In evaluating each proposal, the Committee considers the level of need, the number of students impacted, length of benefits that will be realized from the project, whether the grant addresses either district or building goals, total cost of the proposal, and feasibility of implementing the project.

4. The Full Board of Trustees meets to vote on the recommendations of the Grant Committee.

The Grant Committee presents recommendations to the full Board of trustees. The trustees consider each grant and vote to approve or modify the recommendations.

5. Funded grants are assigned a Grant Buddy

Each approved grant is assigned a “Grant Buddy”. An LTEF Trustee - or representative – is assigned to maintain contact with the grant recipient. Project Leaders are responsible for keeping Grant Buddies up to date with the progress of the project. At the conclusion of the Project, Grant Buddies will work with the Project Leader to complete an outcomes/lessons learned questionnaire.

6. Grant Writers are notified.

All grant writers will receive a letter from the Executive Director and Grant Review Chair indicating the decision of the Board of Trustees. For projects that have been approved for funding, the letter will indicate how much money has been granted and the name of the Grant Buddy. If funding was not approved, the rationale will be included in the letter.

7. The Board of Education accepts the set of grants and grant funds are distributed.

The Lawrence Board of Education must officially accept the grants from the LTEF before public notices are made and the funds transferred. Grant money is held in an account by the building principal. Grant writers must follow all district policies regarding bids, purchase orders and documentation of expenses and must work with the District on those issues once a grant has been funded by the Foundation. Grant recipients have two years to use the funds (from the date they receive them). If extenuating circumstances arise, grant recipients can petition for additional time.

8. Grants are implemented

While implementing an LTEF-funded project, it is important to make it known to parents, students and other constituencies that LTEF participation made the project possible. The LTEF name and logo should be used whenever possible in materials used for the project. Grant recipients may download the LTEF logo, participation certificates, and equipment labels at www.ltefnj.org.

9. Lessons learned are collected and outcomes evaluated.

At the end of the project, the grant writer, assisted by the LTEF Grant Buddy, completes a questionnaire describing project outcomes and lessons learned. The Foundation reserves the right to submit information collected about grant projects to news and other media for publicity.

Guidelines for Writing an LTEF Grant Proposal

Each proposal must be organized according to the outline below. Proposals should convey a vision for the project but should be concise and to the point. References to state or national teaching and learning standards should only be cited if they are explicitly related to your project. Grant proposals that are directly linked to district or building goals are strongly encouraged. Projects that have specific and measurable outcomes will be given priority over proposals that do not include a clear way to determine the outcome of a project.

1. Title and Date of Proposal

The title should be concise and descriptive of the project. It should not simply be a “sound bite” with little substance. *Using Dr. Seuss Books to Assist the Developing Reader* is better than *Dr. Seuss comes to Lawrence Township Public Schools*.

2. Project Participants and contact information

Include names of all individuals, title(s) and school(s) involved. For projects involving more than one teacher, designate one project leader. The Project Leader will be responsible for implementing the project and will be the primary contact person for LTEF.

3. Executive Summary

The executive summary should be a one paragraph description of the proposal that includes:

- a. general goal(s)
- b. general method(s) of implementation
- c. specific outcomes with description of how they will be measured

4. Project Description

The Project description should be a concise but complete description of the project. Points to be included in the Project Description should include:

- Rationale for the project. Answer the question: “What problem will the project address?”
- Expand on the method of implementation
- A general timeline.
- Relationship to School Program. Be specific. Describe how the project is linked to district or building goals. Do *not* simply reference state or national teaching and learning standards. You may use these standards to support your proposal, but you must make the connection explicit.
- Expand on the projected outcomes of the project. Be specific as to how many students and/or staff will be influenced by the project.
- Expand on how outcomes will be measured. Include details of the criteria, procedures, and data that would provide evidence of success for the project.

5. Budget

Provide an itemized list of expenses and, when appropriate, vendors' names. Make explicit what is to be funded by LTEF and what items are to be funded by the district (and/or other sources). LTEF supports curriculum development and will fund the purchase of equipment if there is evidence that by doing so the proposed curriculum will be facilitated. In short, the LTEF does not typically fund proposals that appear to be primarily for equipment. LTEF does not fund services typically funded by the district (custodial services), nor does it pay salaries or stipends to district employees.

6. Appendices

In most cases, a good grant proposal will stand on its own merits. Thus, supporting information should be limited to a list of links to web sites. If it is essential to include printed material to support the proposal, items should be scanned into your grant file or sent to the Office of Instructional Services for transmittal to LTEF. Be sure to reference the grant on a cover sheet that accompanies the appended material.

- List web sites or describe expertise in the grant proposal.
- Include relevant photographs as electronic files.
- Do not include product catalogs. Describe materials to be ordered and list prices in the budget section of your proposal.
- Do not include curricula vitae/supporting publicity for visiting experts/groups.
- Videotapes and audio tapes are not accepted.

**Proposals must be sent to your principal and
subsequently received in the Office of Instructional Services
BEFORE 4:00 pm on the due date.**

Thank you for your hard work! We look forward to your proposal!